

Iowa EIP Planning and Implementation

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Abstract

Methodology

Application Inventory and Consolidation

Initiative

Establish a strategy for conducting and maintaining an **enterprise application inventory** collecting information that will assist in the development of a consolidated enterprise application matrix, allowing for the creation of an enterprise application entity relationship diagram to be used in the planning and design for application consolidation in regards to intradepartmental and interdepartmental consolidation of applications. Reduction in duplication of resources. Reduced support cost of hardware, software, maintenance fees, license fees, management support.

Team Mission Statement

The Application Transition Implementation and Migration Project Team will determine the activities necessary to:

- 1 conduct and maintain an enterprise application inventory
- 2 collect information that will assist in the development of a consolidated enterprise application matrix
- 3 create an enterprise application entity relationship diagram

Applications Model

IT assets have high turnover and mobility, making it difficult to efficiently deliver agreed-upon service levels or cost-effectively allocate resources. As a result, organizations often incur higher costs in both expenses and lowered productivity.

Maximize the business value of IT applications inventory

Applications asset management and discovery enables you to locate, categorize and manage the lifecycle of all the assets in the IT infrastructure to better support business operations and initiatives.

Achieve best-practice applications asset management and discovery process

Define application asset management and discovery implementation milestones that provide measurable benefits.

Application Asset Management and Discovery

Description of Activities

<i>1. Identify current state</i>	
<i>Description</i>	
This activity is the identification and the roles of the current state of applications throughout the enterprise.	
<i>Risk</i>	
Low risk to this activity because you are not touching data or systems.	
<i>Considerations</i>	
<p>Appropriation of funds required while obtaining the necessary agency commitment to time and resources to accomplish this activity. Care needs to be taken to minimize staff burnout. The choice of the tool to maintain the data is reliant upon the applications domain of the architecture team. Tasks to be considered:</p> <ul style="list-style-type: none">▪ Identify which agencies have a database list of current applications and which need to be inventoried▪ Prior to conducting an application inventory the planning team must define what an “application” is and develop inventory criteria. Assurance must be planned to include every application in the collective database.▪ Identify available tools and options for conducting and maintaining the inventory the tools should include criteria for data to be collected regarding each application.▪ Deliver communications plan to agencies regarding inventory. <p>Bullets have 2 criteria points...first is what an application is and what causes an application to be included in the count. The other is what data is to be counted. Maybe use a different word than criteria in both.</p>	
<i>Expected Outcome:</i>	The expected outcome of this activity is defined roles and responsibilities of the overall applications inventory parameters.
<i>Timeframe:</i>	2 – 4 months
<i>Cost:</i>	\$40 - \$80 Consulting assistance (50% of full time consultant) 200 Hours

<i>2. Business Requirements Gathering</i>	
<i>Description</i>	
This activity encompasses the business requirements for applications, the interoperability of the applications, the links to the agencies’ strategic plans and the federal/state regulatory drivers.	

<i>Risk</i>	
Moderate risk for this activity as the alignment to business requirements is critical to the success of the applications portfolio.	
<i>Considerations</i>	
Many departments have complicated regulatory issues to be understood. It is imperative to do this right to avoid losing potential federal dollars. Also, there is a linkage to architecture and the portfolio management office. Tasks to be considered:	
<ul style="list-style-type: none"> ▪ Determine if it should be self reported, tool based discovery or manual inventory ▪ Define what an entity relationship is Establish point of contact for each agency for application inventory ▪ Identify federal/state codes and regulations implications on applications ▪ Identify agency strategic plan and where/how the application ties to that plan ▪ Determine format of measurable results ▪ Deliver communications plan to agencies regarding inventory ▪ Identify plan for capturing Federal and State codes, regulations and implications 	
<i>Expected Outcome:</i>	The outcome of this activity will be a thorough understanding of the business requirements and business drivers and their effect on the applications inventory.
<i>Timeframe:</i>	2 – 4 Months
<i>Cost:</i>	\$40 – \$60 Consulting
	300 Hours

<i>3. Technical Requirements Gathering</i>	
<i>Description</i>	
This activity gathers all the technical requirements for the application matrix as well as the platform upon which this matrix will reside. Additionally, it will set parameters on inventory maintenance and a data dictionary.	
<i>Risk</i>	
This activity has a fairly low risk for completion.	
<i>Considerations</i>	
Funding of the process is the consideration for this activity. Architecture needs to be involved in making the decisions regarding platform and location of the database. Tasks to be considered:	
<ul style="list-style-type: none"> ▪ Identify where the inventory data will be located, the platform and how it will be maintained ▪ Determine the process to maintain the inventory--frequency, etc. ▪ Design the matrix ▪ Develop a common description of application definitions—nomenclature "Data 	

Dictionary" <ul style="list-style-type: none"> ▪ Define the processes to map the enterprise interdependencies for data ▪ Deliver communications plan to agencies regarding inventory 	
Expected Outcome:	The outcome of this activity is a set application matrix and identified platform for maintaining the application data.
Timeframe:	6 – 8 Months
Cost:	\$90 –\$120 Consulting 600 Hours

4. Plan for Future State Consolidation	
Description	
This final activity plans for the future state of the application inventory and consolidation.	
Risk	
This activity has moderate risk as the preparation for the future state begins. These plans need to be in place and correct for the ultimate success of the inventory/consolidation process.	
Considerations	
Dependency on EPfMO to ensure proper fit and finish. The applications portfolio is a key aspect of the Architecture strategy. Tasks to be considered: <ul style="list-style-type: none"> ▪ Plan process to map applications to planned technology architecture ▪ Plan process to determine application fit to portfolio—portfolio management ▪ Deliver communications plan to agencies regarding inventory 	
Expected Outcome:	The outcome of this activity is a plan for the future state of application inventory/consolidation and the plans for achieving this end result.
Timeframe:	2 – 4 Months
Cost:	\$30 – \$60 Consultant facilitation and subject matter expertise 200 Hours

Cultural Impacts

- Communications needs throughout the process.
- Potential staff burnout.
- Inertia...getting agencies going on the activity.

Next Steps